

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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| SUBJECT: Benefits Overview Workshops for All Employees | REFERENCE NUMBER: 2011-008 |
| DATE ISSUED: 02/24/2011 | SUPERSEDES: |

This memorandum should be forwarded to:

**Training Officers
Employee Benefit Officers
Merit Award Administrators
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Overview Workshops for all employees.

Benefits Overview Workshops

The Benefits Overview Workshops for all employees are called "Increase Your Paycheck." The workshops cover four different benefits that are designed to help interested employees increase their take home pay. The benefits discussed will be the FlexElect Program's Medical and Dependent Care Reimbursement Accounts, Pre-Tax Parking Program, the Savings Plus Program, and Employee Suggestion Program. A flyer describing the workshops is attached to this PML. Please distribute this flyer to all employees in your department via e-mail or post on interoffice bulletin boards.

The Benefits Overview Workshop is appropriate for all employees and offered at no cost. Class size is limited. Attendees should go through their normal internal departmental training request process to obtain the proper approvals to attend the class on State time. This training is considered job related and employees should be allowed to attend on State time. Once approved, the employee must self-register using the following link <http://www.dpa.ca.gov>. After opening DPA's website, click on "Benefits" and "More" and then select "Attend a Workshop." The employee's attendance will be electronically confirmed via e-mail immediately after successful registration. Participants will receive a follow-up confirmation notice two weeks before class begins. If participants are unable to attend the class, they should notify Sandra Lobatos-Chico at least 48 hours before the day of the class. She can be reached via e-mail at sandra.lobatos@dpa.ca.gov.

We have scheduled three days of training in Sacramento, these **half-day** sessions are scheduled as follows:

| Location | Dates and Times |
|--|---|
| Sacramento - Ziggurat Building Department of General Services 707 Third Street, Auditorium West Sacramento, CA 95605 | March 29, 2011 - 8:30 to noon 1:00 to 4:30 |
| CalEPA Building (Webcast*) 1001 I Street, Auditorium Sacramento, CA 95814 | June 2, 2011 - 8:30 to noon 1:00 to 4:30 |
| Department of Rehabilitation 721 Capitol Mall, Room 242 (A, B & C) Sacramento, CA 95814 | Sept. 20, 2011 - 8:30 to noon 1:00 to 4:30 |

*This class will be webcast to participants with access to the internet. Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. The participant will log on to a specific site and watch the presentation, access the class materials, and ask questions using a specific web link.

For more benefits information, visit our web site at www.dpa.ca.gov under "Benefits."

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division